



# OJP

Violence Against Women Office

## Legal Assistance for Victims Grant Program

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### **Fiscal Year 2001 Application Guidelines**

LETTER OF INTENT DEADLINE:  
February 27, 2001

APPLICATION DEADLINE:  
March 20, 2001



February 6, 2001

Dear Colleague,

The Office of Justice Programs (OJP) requires you to submit your application for funding through the **OJP Grants Management System (GMS)**. Accessed through the Internet, this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

Please use the enclosed application guidelines to assist you in preparing your new or continuation application. Applications must be submitted to OJP electronically through GMS no later than March 20, 2001, VAWO will start accepting applications.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the Legal Assistance for Victims' Grant Program Application Kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

You may contact the program administrators for the Legal Assistance for Victims Program, Corrin Ferber at (202)307-6015 or Virginia Coto at (202)305-2971, if you have any questions. We look forward to receiving your application.

Violence Against Women Office

enclosure



**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, D.C. 20531

**Office of Justice Programs**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov>*

**Violence Against Women Office**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov/vawo>*

**Legal Assistance for Victims Grant Program Application**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov/fundopps.htm>*



## How to Apply

### FY 2001 Legal Assistance for Victims Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs' (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

#### **Step One: Submit the following information online through GMS**

*See Quick-Start Guide*

- G**    Application for Federal Assistance (SF-424)  
*Note:* Submit online.
- G**    Certifications/Assurances  
*Note:* Applicants will "sign off" on these certifications and assurances electronically through GMS.
- G**    Project Narrative  
*Note:* Submit online as an attachment.
- G**    Budget Narrative  
*Note:* Submit online as an attachment and include the Budget Detail Worksheet as part of this attachment.
- G**    Other Program Attachment  
*Note:* Submit online as attachments.

#### **Step Two: Fax the following required documents:**

These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to both (202)354-4119 and (202)354-4147.

Important: Please include the title of the VAWO Program to which you are applying and your GMS assigned application number on each page of each document. If applicants have electronic versions of any of these documents, please submit them online as an "Other Program Attachment." The documents to be faxed are as follows:

- G**    Memorandum of Understanding (MOU) or Memorandum in Support of Request for Exemption
- G**    Letter of Nonsupplanting
- G**    Indirect Cost Agreements, if applicable
- G**    Map of Counties for a multicounty project



## Due Date

**All materials must be received by 5:30 pm (EST) on March 20, 2001.**

**Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.**

**Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.**

Applicants also are encouraged to submit nonbinding letters of intent to the Violence Against Women Office by **February 27, 2001**. *See Appendix G*. This will help us determine the appropriate number of peer review panels to review applications, and to screen for potential conflicts of interest. **Letters of intent** should be sent by fax to (202) 354-4119. Applications **will not** be accepted by fax.

**Applications will be accepted immediately but must be received no later than March 20, 2001.**



## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,\* go to **[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)**. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS) which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After registration, you will receive confirmation through e-mail that you are eligible to submit an application. Confirmation could take up to one week.  
  
If you are not a new user and have a GMS password, click on "**Login**." If your password has expired, you will receive an "**Authentication Error**" or "**Unauthorized User**" message. In this case, click on "**Having Login Problems?**" for assistance updating your password.  
  
Please Note: Applicants must ensure that the information for the authorizing official and the alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your organization (e.g., executive director, director of development). If the individual applying online is not the signing authority, he or she must list the authorizing official's name and contact information where appropriate.
- ◆ **Step 4.** To submit your application online, complete the on-screen *SF- 424/Application for Federal Assistance* and attach and upload your budget narrative, (which should include your budget detail), program narrative, and other program attachment in either wordprocessing or spreadsheet files. After submission, you will receive confirmation through e-mail that VAWO has received your application, and you will be given an application number for future reference. Documents that you cannot submit electronically through GMS (MOU or Memorandum in Support of Request for Exemption, Letter of Nonsupplanting, Indirect Cost

*\*If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance*



Agreement, and Map of Counties for a multicounty project) should be faxed to (202) 354-4119 and (202) 354-4147.

You must include you GMS application number and the title of the VAWO program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.



The enclosed application packet for the fiscal year 2001 **Legal Assistance for Victims Grant Program** contains the following material:

- *Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)*. Refer to this guide when completing your online application.
- Application Contents.
- SF-424 Instructions (note: the SF-424 form is included in this application for reference only, as it will be completed online through GMS). *See Appendix B*. The Catalog of Federal Domestic Assistance number for this program is 16.524, and the title is Legal Assistance for Victims Grant Program. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. **As you are filling out the contact information, GMS will ask you if you are the “signing authority,” you must list the authorizing official’s name and contact information.**

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the Memorandum of Understanding (or Memorandum in Support of Request for Exemption), Letter of Nonsupplanting, indirect cost agreement, if applicable, and map of counties for a multicounty project to (202)354-4119 and (202)354-4147. Be sure to reference your application number and the Program title.

- *Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement (Form 4061/6)*. Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered. *See Forms at Appendix C and D*.
- Budget Detail Worksheet (note: you will submit your budget detail and budget narrative online as one attachment. When preparing your budget, please use the Budget Detail Worksheet as a guide and include all the required information and budget categories, as needed, in your online document). *See Appendix E*
- Nonbinding Letter of Intent, which should be faxed by February 27, 2001 to the Violence Against Women Office (202)354-4119.
- Letter of Nonsupplanting signed by the lead applicant.  
A letter to the Assistant Attorney General of the Office of Justice Programs certifying that supplanting of nonfederal funds will not take place should a grant award be made must be faxed to 202-354-4147. Be sure to reference your application number and program title.



*See Appendix F.*

If you have an electronic version of any of the documents that are to be faxed, please submit them online under “other program attachment.”

- Memorandum of Understanding or Memorandum in Support of Request for Exemption signed by all project partners must be faxed to (202)354-4119 and (202)-354-4147. *See Appendix G.*
- Map of Counties for a multicounty must be faxed to (202)354-4119 and (202)-354-4147.

**Applications will be accepted immediately, but no later than March 20, 2001.**

**Please Note: You must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.**



## Letter of Intent

All applicants intending to apply for this funding are encouraged to **submit the nonbinding letter of intent** included in *Appendix A* to the Violence Against Women Office (VAWO) by **February 27, 2001**. Please fax the letter to VAWO at (202) 354-4119. VAWO will use these letters to forecast the number of peer review panels needed to review competitive applications and to identify potential conflicts of interest.

Please note that final applications are due **March 20, 2001** and **will be accepted only through the Office of Justice Programs' online Grants Management System (GMS)**. **Applications sent by fax or mail will not be accepted.** See *How to Apply*, page 22, for more information.



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## Background

The Violence Against Women Act (VAWA) was originally authorized in Title IV, Section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322. In 1998, Congress appropriated funding to provide civil legal assistance to domestic violence victims through a set aside under the Grants to Combat Violence Against Women, Public Law 105-277. In the Violence Against Women Act of 2000, Public Law 106-386, Congress authorized the Legal Assistance for Victims Grant Program (Program). This new program is intended to strengthen existing relationships between victim advocates and legal assistance providers and forge new ones to address violence against women. It also expands the types of services that victims can receive by extending services to victims of sexual assault and stalking.<sup>1</sup>

The Legal Assistance Grant Program awards grants to private nonprofit entities, Indian tribal governments, and publicly funded organizations not acting in a governmental capacity. These grants are for providing direct legal services to victims of domestic violence, sexual assault, and stalking in matters arising from the abuse or violence and for providing enhanced training for lawyers representing these victims. Grant recipients include law school legal clinics, legal aid or legal services programs, domestic violence victims' shelters, bar associations, and sexual assault programs. The goal of the Program is to develop innovative, collaborative projects that provide quality representation to victims of domestic violence, sexual assault, and stalking.

## Scope of the Program

The scope of the Program is defined by the program purposes and special interest categories. *See Sections A and B of this application kit.* Proposed projects do not need to address multiple special interest categories to receive support.

Although a limited number of legal services programs around the country are operated by advocacy organizations or specialize in domestic violence, sexual assault, and stalking issues and already have working relationships with the victim advocacy community, most legal services providers do not work collaboratively with advocacy organizations or victim services. Lawyers who represent victims without

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<sup>1</sup> Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85 percent of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93 percent of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not document comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.



fully understanding the dynamics of domestic violence, sexual assault, and stalking can unwittingly jeopardize their clients' safety. As a result, legal services providers seeking funding through this grant program are required to enter into formal memoranda of understanding with nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs. The role of the sexual assault or domestic violence program in this collaboration should be meaningful and ongoing throughout the grant period and include provisions for continuing education and training to all lawyers who will be handling cases. Such collaborative relationships will ensure that training and mentoring are on issues related to domestic violence, sexual assault, and stalking and will strengthen communication between the legal and advocacy communities. Training, mentoring, and collaborative relationships are core components of projects supported by this grant program. Lawyers and legal advocates providing services through the Program must be trained and mentored by respected domestic violence victim services programs and/or sexual assault programs within the community to be served. Additionally, nonlawyers must be fully supervised by attorneys in accordance with local bar rules. (See *Coordination with Nonprofit, Nongovernmental Sexual Assault and Domestic Violence Programs*, page 11 for further information.) An applicant may be exempt from this requirement if it is a sexual assault or domestic violence victim services program applying to provide on-site legal services or legal advocacy.<sup>2</sup>

Grant funds may not be used for certain activities. Prohibited activities include but are not limited to civil legal assistance for the following:

- Alleged batterers or, in the case of mutual arrest, the predominant aggressor.
- Law reform initiatives, including but not limited to litigation.

#### **A. Authorized Program Purposes**

The Legal Assistance for Victims Grant Program provides an opportunity for communities to examine how the legal needs of victims of domestic violence, sexual assault, and stalking are met. The Program seeks to increase the availability and quality of legal assistance available for victims of domestic violence, sexual assault, and stalking in matters arising as a consequence of the abuse or violence. Funds may be used

(1) to implement, expand, and establish cooperative efforts and projects between domestic violence and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of domestic violence, stalking, and sexual assault;

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<sup>2</sup> A domestic violence or sexual assault victim services program is a nonprofit, nongovernmental organization that assists victims by providing social services, case management, referrals, and housing, for example. A victim services program interested in an exemption from the collaboration requirement should submit a Memorandum in Support of Request for Exemption. (See *Appendix G for Sample Memorandum in Support of Request for Exemption*)



(2) to implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and

(3) to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, stalking, and sexual assault.<sup>3</sup>

## **B. Special Interest Categories**

In Fiscal Year (FY) 2001, the Violence Against Women Office (VAWO) is interested in funding projects that respond to the unmet legal needs of victims of domestic violence, sexual assault, and stalking within the special interest categories. Applicants are not required to address special interest categories; however, applications that do so will receive priority consideration. All applicants that are not sexual assault or domestic violence victim services programs are required to collaborate with one. (See *Coordination with Nonprofit, Nongovernmental Sexual Assault and/or Domestic Violence Programs*, page 11, for more information.) In addition, VAWO encourages all applicants to develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities;<sup>4</sup> persons with disabilities; language minorities; or victims of sexual assault, domestic violence, and stalking in rural or inner-city areas. The following list does not imply any ordering of priorities among categories.

### **1. Establish or strengthen law school clinical programs that provide direct legal representation to victims of sexual assault, domestic violence, and/or stalking.**

Clinical programs in law schools provide direct representation for victims on the full range of their legal needs. In addition, they train law students in substantive law and the dynamics of domestic violence, sexual assault, and stalking. These law students are future lawyers, judges, and policy-makers. Regardless of the field in which they ultimately work, they will bring to the justice system an enhanced sensitivity to the issues of domestic violence, sexual assault, and stalking.

Law school clinical programs that provide representation for victims seeking civil protection orders are eligible for consideration under this special interest category. VAWO also is interested in programs designed to meet a broader range of victims' legal needs as well as projects that develop multidisciplinary components. For example, a law school clinical course could be co-taught and co-

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<sup>3</sup> Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1503-1505, *codified at* 42 U.S.C. 3796gg-6.

<sup>4</sup> Of the amount made available under this subsection in each fiscal year, not less than 5 percent shall be used for grants for programs that assist victims of domestic violence, stalking and sexual assault on lands within the jurisdiction of an Indian tribe. Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1503-1505, *codified at* 42 U.S.C. 3796gg-6.



supervised by a mental health professional and law professor, or a component of the program could provide assistance in emergency medical facilities.

**2. Establish or strengthen direct legal services programs to make a broad range of legal assistance readily available to domestic violence, sexual assault, and stalking victims.**

In many communities, direct legal services organizations provide free or low-cost legal services to victims. Programs vary, however, in their ability to provide assistance for the full range of legal needs of victims. Domestic violence, sexual assault, and stalking victims should be able to turn to one resource to obtain an attorney's help in securing and enforcing protection orders, obtaining a divorce or separation, and resolving custody and visitation issues. For example, a court-based program could be established to provide a fully staffed intake center for all domestic violence, sexual assault, and stalking victims, where they could obtain comprehensive legal advice and/or representation. VAWO is especially interested in programs that would reach underserved victims through, for example, the expanded use of multilingual staff and materials.

**3. Establish or strengthen legal advocacy programs operated out of or under the direct auspices of domestic violence or sexual assault victim services organizations or shelters.**

Victims who contact rape crisis centers or domestic violence shelters are often in need of immediate legal assistance or advice. Some crisis centers and shelters have established legal assistance programs by arranging with one or more lawyers to provide services to resident and/or nonresident victims. Others coordinate representation from among a cadre of lawyers who are willing to provide victims with *pro bono* or low-cost legal representation. An essential component of such programs is training that would ensure consistent levels of qualified representation by attorneys and/or legal advocates knowledgeable about the law and the dynamics of domestic violence, sexual assault, and stalking.

**4. Establish collaborative efforts among victim services programs and local agencies (such as police, prosecutors, or courts), local services (such as public housing agencies, hospitals, community and other health clinics, public schools, campuses, and public libraries) or local businesses to provide on-site legal advocacy and/or legal assistance information in places where sexual assault, stalking, and domestic violence victims are likely to go.**

To increase the reach of legal assistance programs serving victims of sexual assault, domestic violence, and stalking, VAWO promotes collaboration among community groups that may not have previously worked together: public benefits agencies, hospitals, and local businesses; schools and local prosecution agencies or courts. Through this approach, programs can provide assistance and information to victims in places that ensure privacy and safety. Some jurisdictions, for example, provide a legal advocate in a community health clinic. Others have provided a lawyer or legal advocate in a local police station or sheriff's office. Any program that will rely on nonlawyer legal advocates must ensure that appropriate supervision is provided in compliance with state and local bar rules and applicable statutes.



**5. Establish or strengthen programs to recruit, train, and coordinate attorneys who will provide *pro bono* legal assistance to sexual assault, stalking, and domestic violence victims.**

Attorneys who provide *pro bono* representation to sexual assault, stalking, and domestic violence victims help to close some of the gaps in services for these victims. They handle cases in communities where there are no, or limited, legal services; they handle the overflow from existing legal services programs; and they sometimes provide the impetus for attorneys to turn their efforts full-time to representing these victims. VAWO recognizes that such representation never can be the only source of representation for victims--most lawyers are able to take on only a handful of *pro bono* cases each year. At the same time, there is tremendous value in ensuring that attorneys who accept such cases are well-trained on the dynamics and impact of sexual assault, stalking, and domestic violence.

Grants may support the development and implementation of *pro bono* programs by bar associations. This could include programs that recruit law firms to train attorneys in a firm to work as a domestic violence, sexual assault, and stalking “department”; the recruitment and training of lawyers from diverse practice areas who must agree to take a minimum number of cases *pro bono*; or other means of coordinating the training and assignment of *pro bono* attorneys. Key components of such programs would be the recruitment, training, and ongoing mentoring of attorneys, the mandatory acceptance of a minimum number of *pro bono* cases following the completion of training, as well as the referral and placement of victims with attorneys who have completed the program.

**C. Minimum Requirements**

To be eligible for an award under the Legal Assistance for Victims Grant Program, applicants shall certify in writing that

- (1) any person providing legal assistance through a program funded under (this Program) has completed or will complete training in connection with domestic violence or sexual assault and related legal issues;
- (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, or tribal domestic violence or sexual assault program or coalition, as well as appropriate state and local law enforcement officials;
- (3) any person or organization providing legal assistance through a program funded under (this Program) has informed and will continue to inform State, local, or tribal domestic violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work; and



(4) the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, or child sexual abuse is an issue.<sup>5</sup>

In addition, grantees must

- ❑ *Provide holistic legal services to sexual assault, stalking, and domestic violence victims.*

Services should include referral and/or representation for emergency and nonemergency protective order hearings and other legal matters arising as a consequence of the abuse or violence, including family, immigration, administrative agency, or housing matters, protection or stay away order proceedings and other similar matters.

- ❑ *Coordinate with local nonprofit, nongovernmental sexual assault and/or domestic violence programs.*

All applicants must enter into formal, respectful collaborations with nonprofit, nongovernmental sexual assault and/or domestic violence programs (e.g. rape crisis centers, local battered women's shelters, advocacy organizations or coalitions). While a limited number of legal services programs around the country are already operated by sexual assault and/or domestic violence programs, most legal services programs have not traditionally collaborated with domestic violence or sexual assault organizations. To promote and enhance these partnerships, the Legal Assistance for Victims Program requires that all applicants submit a memorandum of understanding, signed by the leadership of all agencies or organizations participating in the proposed project. (See *Sample Memorandum of Understanding, Appendix G*, for more details.) Similarly, the budget for the proposed project should reflect appropriate compensation for staff from the participating sexual assault and/or domestic violence programs and legal services programs. (See instructions for completing the *Budget and Budget-Narrative*, at *Appendix E*.)

- ❑ *Implement guidelines outlined in The Legal Assistance for Victims Grant Recipients' Policy Manual.*

Successful applicant will receive and are encouraged to implement, to the extent possible, protocols directed at enhancing victim safety. These include, at a minimum, conflict of interest, confidentiality, screening for domestic violence, and providing services to enhance the safety of victims.

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<sup>5</sup> Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1503-1505, *codified at* 42 U.S.C. 3796gg-6.



#### **D. Activities That May Compromise Victim Safety**

Victim-centered, holistic legal services are critical to ensuring safety and stability for sexual assault, stalking, and domestic violence victims. Experience has shown that certain practices compromise victim safety and fail to hold perpetrators accountable for their criminal behavior. To enhance victim safety and hold perpetrators accountable, **applicants are discouraged from proposing any of the activities listed below:**

- ❑ *Mediation, alternate dispute resolution, or joint counseling as a response to domestic violence, sexual assault, or stalking.* Mediation implies that both parties are responsible for the perpetrator's violent behavior, a message that blames victims and fails to hold offenders accountable for their crimes. Mediation also presumes that both parties have equal power and can negotiate a mutually agreeable settlement. Where there is domestic violence, sexual assault, or stalking behavior, however, one party has controlled the other through sexual, physical, emotional, and/or economic abuse. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and joint counseling dangerous and ineffective in such cases.
- ❑ *Policies or practices that discourage accepting cases for victims who do not have physical evidence.* A thoughtful analysis is required when making a determination as to whether a person seeking services is a victim of domestic violence, sexual assault, or stalking. The absence of physical bruises, court records, police reports, and/or medical records does not mean that the applicant seeking services is not a victim. Offenders often threaten and isolate victims to deter them from seeking any outside assistance or cooperating with prosecutors. Consequently, records or other written documentation substantiating the abuse may not exist.
- ❑ *Refusal to represent victims who are also respondents/defendants* Domestic violence, sexual assault, and stalking victims are sometimes named as respondents or defendants in civil or criminal cases, as a result of improper dual arrests, mutual protective orders, or retaliatory law suits. Screening procedures should be based on an evaluation of the applicant's entire history rather than solely on the existence of pending criminal charges or civil protective orders.
- ❑ *Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree* Victims are in the best position to know what actions could increase or jeopardize their safety. Legal service providers should offer options to clients and information about possible legal remedies and available social services. Imposing uniform remedies might



compromise victim safety or recovery.

- ❑ *Failure to conduct safety planning with clients* Attorney and nonattorney project personnel must routinely review safety planning options with clients. All project personnel must be aware of the risk of future harm that many victims seeking help experience. In addition to exercising legal options, it is critical to develop comprehensive safety plans with clients.

## Eligibility for Awards

### A. Eligible Grantees

Eligible grantees for this program are private, nonprofit entities, Indian tribal governments, and publicly funded organizations not acting in their governmental capacity. To be eligible for a grant, applicants are required to enter into a collaborative working relationship with a nonprofit, nongovernmental domestic violence and/or sexual assault program from the community to be served. (See *Application Guidelines - Coordination with Nonprofit, Nongovernmental Domestic Violence and Sexual Assault Programs* on page 11 for additional information.)

Only FY1999 grantees and new applicants are eligible to apply for FY 2001 funding.

**Recipients of FY 1998 supplemental funding or FY 2000 funding and their project partners are not eligible to apply regardless of whether they propose services for a different geographical area. Additionally, an applicant or project partner may submit only one Legal Assistance for Victims application per fiscal year**

### B. Types of Applicants

Victim services programs must meet all of the following criteria in order to be eligible for funding:

- ! Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, or stalking.

*Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. Applicants should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to*



*be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.*

Victim services programs must reflect (e.g. through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, and stalking crimes.

*Victim services programs must have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.*

- ! Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

*A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, applicants should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have denied them access to financial resources such as family income or bank accounts.*

- ! Victim services programs must not engage in activities that compromise victim safety.

*Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's*



*violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.*

- ! Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

*Applicants must demonstrate that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs or coalitions.*

## **Availability of Funds**

### **A. Award Period**

The award period for new and continuation grants will be 18 months. Budgets must reflect 18 months of project activity.

### **B. Award Amount**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should be based on FY 1999 budget amounts. OJP may elect to make grants for greater or lesser amounts than requested and to negotiate the scope of work with applicants prior to award of a grant.

### **C. Future Funding**

The Legal Assistance for Victims Grant Program is a discretionary grant program. There is no guarantee of continuation funding. **While OJP will make every effort to provide continuation funding to successful projects, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. All applicants are required to include an outline of a plan describing how the costs of sustaining VAWO-funded projects will be absorbed by states, tribes, and local communities over time**



## **Program Guidelines**

### **A. Exclusive Provision of Services to Sexual Assault, Stalking, and Domestic Violence Victims**

All applicants for Legal Assistance for Victims grants are required to ensure that services supported by these funds will be provided to sexual assault, stalking, and domestic violence victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client.

VAWO recognizes that the client base of most direct legal services providers includes more than sexual assault, stalking, and domestic violence victims. Any organization that has this broader client base must implement a conflict of interest screening process that will ensure that no civil or criminal legal matter is handled for the abuser of a client.

### **B. Coordination with STOP Formula Grants Program and Other Federal Efforts**

Applicants are required to submit a copy of their applications to the state agency that administers the STOP Formula Grants Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne state agencies can be found in Appendices I and J, respectively.

### **C. Violence Against Women Office Technical Assistance Program**

Grant recipients must agree to work closely with VAWO staff and technical assistance providers. VAWO strongly encourages successful applicants to participate in training and technical assistance events sponsored by VAWO. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities (*See Budget and Budget Narrative, p. 19*).

### **D. Coordination with Nonprofit, Nongovernmental Domestic Violence or Sexual Assault Programs**

All applicants are required to enter into formal, respectful collaborations with nonprofit, nongovernmental organizations serving sexual assault, stalking, and/or domestic violence victims.

### **E. Information Collection**



Grantees must collect and maintain data that measure the impact of services provided to victims, including the number of victims served and the number of victims seeking services who could not be served. Specifically, VAWO is seeking baseline data to illustrate the impact before and after implementation of any grant-supported services. Additionally, an analysis of how the project's work is integrated with other VAWO funded community projects is required where applicable.

**F. Legal Assistance for Victims Grant Program Evaluation**

The Legal Assistance for Victims Grant Program will be evaluated for impact and effectiveness, to document program outcomes, and to determine the impact of coordination among community-based services on victims of domestic violence and sexual assault. Evaluators may visit grantee sites to collect data for these evaluations. Grantees and project partners are required to cooperate in these evaluations and provide all requested information. In addition, successful applicants and their project partners are required to conduct local evaluations or assessments of their projects. *See paragraph E.*

## **Administrative Requirements**

**A. Assurances**

This package includes a list of assurances that the applicant musts comply with to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

**B. Purchase of American-Made Equipment and Products**

To the greatest extent practicable, all equipment and products purchased with grant funds should be American-made as required by the FY 1997 Appropriations Act.

**C. Supplanting Prohibition**

An applicant may not use federal funds to reduce and/or replace state and local funds, thereby reducing the total amount available for the stated project.

**D. Human Subject Testing**

The Department of Justice (DOJ) is a signatory to the federal policy on protection of



human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR pt. 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR pt. 46.

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR pt. 46.

**E. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The applicant must agree to the *Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* forms. The applicant must agree to comply with the following requirements:

1. Lobbying: The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.
2. Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.
3. Drug-Free Workplace: The applicant will provide or continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR pt. 69, New Restrictions on Lobbying, and 28 CFR pt. 67, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.



**F. Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

**G. Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should read the *Assurances* required with the application funds to understand the applicable legal and administrative requirements.

## **Reporting Requirements**

**A. Financial Status Report**

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

**B. Single Audit Report**

Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

**C. Semiannual Progress Report**



Recipients of funding are required to submit semiannual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. *Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award.* A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

## **Suspension or Termination of Funding**

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act of 1994, the Violence Against Women Act of 2000, program guidelines issued thereunder, or other provisions of federal law.

- ☐ Failure to make satisfactory progress toward the goals, objectives, or strategies set forth in this application.
- ☐ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ☐ Implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ☐ Filing a false certification in this application or other report or document.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR pt.18.

## **Application Content**



**Under the Grants Management System (GMS), the SF-424, project narrative, budget and budget narrative, and other forms will be submitted online** New and continuation applications, for the purposes of this program, must include the following:

**1. Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.524, and the title is Legal Assistance for Victims Grant Program. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. The lead applicant is the federal cognizant audit agency.

**2. Summary Data Sheet**

On one page, please identify the legal service provider(s) and domestic violence and sexual assault victim services program(s) involved in the project; indicate which of the special interest categories your application addresses; and identify any IOLTA funds and other grants you are currently administering or for which you have applied from other components of the Office of Justice Programs, other federal agencies, or the Legal Services Corporation.<sup>6</sup>

**3. Abstract**

Provide a one-page summary describing the proposed project and how it would address the unmet legal needs of domestic violence, sexual assault, and stalking victims.

**4. Project Narrative**

The project narrative may not exceed 12 double-spaced, typed pages on 8 ½ x 11 inch paper.<sup>7</sup> Margins must not be less than one inch and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

**a. Impact of the Project** (not to exceed one page):

*Continuation applicants (only)*, please describe the impact of the current

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<sup>6</sup> IOLTA sometimes referred to as “IOLA” funds are from interest on legal trust accounts. Many state bars collect the interest generated on client trust accounts and distribute the monies to nonprofit legal services providers within their jurisdiction.

<sup>7</sup> Additional pages may be used to outline plans for future funding.



project on your state, tribe, or community, including descriptions of systems and attitudinal changes that have occurred as a result of your grant. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have impacted the community.

**b. Status of the Current Project** (not to exceed two pages):

*Continuation applicants (only)*, should describe what has been accomplished by the current project, including 1) a list of the goals and objectives for the original project describing the status of each; 2) the status of any project products; 3) unanticipated obstacles to project implementation.

**c. Need for the Project** (not to exceed one page):

This section should briefly 1) describe the problem to be addressed and how funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project; 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information. Please submit a map of counties for a multicounty project.<sup>8</sup>

**d. What Will be Done** (not to exceed four pages):

All applicants should detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each, and include a timeframe that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

**e. Who Will Implement the Project** (not to exceed one page):

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed/enhanced among criminal justice practitioners, domestic violence victim advocates, domestic violence and sexual assault survivors, health care providers, child protection workers, and other community services providers.

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<sup>8</sup> If you are unable to provide an electronic copy, maps may be faxed to 202-354-4119.



All applications must include the required Memorandum of Understanding as a separate attachment to the application. Signed MOU's must be faxed to VAWO at (202)354-4119 and (202)354-4147.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

**f. The Products** (not to exceed one page):

All applicants should describe the products, if any, that will be generated and how these products could be used to assist other communities in addressing the legal needs of victims of domestic violence, sexual assault, and stalking. Grantees must submit all products to the Violence Against Women Office for review prior to public release.

**g. How Success Will be Measured** (not to exceed one page):

All applicants should describe the criteria they would use to evaluate the project's effectiveness. The description should explain how the evaluation would be conducted and should identify the specific data collection and analysis techniques that would be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the practices, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

As a special condition to the award, grantees will be required to collect and maintain data that measure the impact of the programs. Specifically, VAWO is seeking data that include baseline information to illustrate the impact before and after implementation of the program.

**a. How the Project will be Sustained** (not to exceed one page):

All applicants should submit a statement describing the willingness and ability to continue the proposed project after Legal Assistance for Victims Grant funds are exhausted.

**i. Related Federal Projects:**

To facilitate better coordination with the STOP Violence Against



Women Formula Grants Program and other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

- (1) A list of active federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts,<sup>9</sup> including the program or project title; the federal grantor agency; the federal award amount; and a very brief description of the project purpose.
- (2) Information on any pending application/s for federal money for this or related efforts.
- (3) How existing efforts would be coordinated with the funding sought through this application.
- (4) How the proposed project complements the state's STOP Violence Against Women Formula Grants Program Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of state STOP and Byrne agencies are in Appendices I and J, respectively). Note: Applications that do not fall within the scope of these statewide strategies will not be disqualified from the review process.

## **5. Budget and Budget Narrative**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide training and/or mentoring. The budget must

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<sup>9</sup> *Related efforts* are defined for these purposes as:  
Efforts with the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);

another phase or component of the same program/project (e.g., implementation and other planning efforts with other Federal monies for the project and/or

providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.



include compensation for services rendered by all partners, including nonprofit, nongovernmental domestic violence victims programs and sexual assault programs (e.g., shelters and advocacy organizations). Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed FY 1999 budgets.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

**All applicants must allocate funds for travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. The amount that should be included in the “travel” category for these activities is \$10,000 for local and individual tribal projects or \$15,000 for statewide (statewide projects are those that propose to service at least 10 counties) and tribal consortium projects. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging , and per diem).**

Applicants also are urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller, OJP. These seminars instruct participants in the financial administration of OJP formula and discretionary grants programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

*A Budget Detail Worksheet* is included in this package. You will submit your budget and budget narrative online, however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. The proposed amount and uses of grant funds over the grant period
- b. How the amounts of the specific budget items were determined

***If an applicant's project is selected for funding, instructions on how to obtain award monies will be forwarded to the grant recipient.***

## **6. Memorandum of Understanding**



Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2001) MOU developed and signed by the chief executive officers and/or directors of all participating agencies including nonprofit, nongovernmental programs, legal services programs, Indian tribal governments and public entities not acting in their public function. *See Sample MOU at Appendix G.* The Memorandum of Understanding must:

- ☐ provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;
- ☐ describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that would no longer participate;
- ☐ specify the extent of each party's participation in developing the application;
- ☐ clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- ☐ identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and how they will work with project staff;
- ☐ demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- ☐ indicate approval of the proposed project budget by all signing parties; and
- ☐ describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the MOU. A Memorandum in Support of Request for Exemption may be submitted in lieu of an MOU. *See Sample Memorandum in Support of Request for Exemption at Appendix G*

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU to 202-354-4119 and 202-354-4147. Be sure to reference your application number and the title of the VAWO program which



you are applying.

**7. Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the Assurances and Certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

**8. Letter of Nonsupplanting**

A letter to the Acting Assistant Attorney General, Mary Lou Leary, certifying that supplanting of nonfederal funds will not take place should a grant award be made must be faxed to 202-354-4119 and 202-354-4147. Be sure to reference your application number. *See Administrative Requirements - Supplanting Prohibition*, page 12.

**9. Project Period**

The applicant's proposal should include a project period of 18 months. The 18 month period begins on the date a grant is awarded. If the applicant is a current grantee and is applying for supplemental funding, an additional 18 months will be added to the recipient's existing project period, if continuation funding is approved.

## **Review Process**

The Violence Against Women Office (VAWO) will convene expert peer panels to review all applications, using the selection criteria set forth below. Applications that best meet the selection criteria also will be reviewed by staff. Based on the panel recommendations and staff analysis of the applications, the Acting Assistant Attorney General of OJP will make final funding decisions.

## **Selection Criteria**

**All applications for grants will be rated on the basis of the criteria set forth below:**



The application clearly demonstrates development and implementation of a program, by or in collaboration with a domestic violence or sexual assault victim services program, that is designed to respond to the legal needs of domestic violence, sexual assault, and stalking victims.

- ☐ Applicants must demonstrate, through a *Memorandum of Understanding*, that the applicant and its project partners have adopted a comprehensive plan to increase access to legal services for victims of domestic violence, sexual assault, and stalking and that there is a commitment to establishing or maintaining formal collaboration between the applicant and the project partners. **This Memorandum of Understanding must be signed by the leadership the applicant and all of the project partners.** (See *Appendix G* for a detailed sample of what is required in the Memorandum of Understanding.)
- ☐ The applications addresses one or more of the special interest categories outlined in this solicitation.
- ☐ The application addresses a need is consistent with the statutory purpose of the Legal Assistance for Victims Grant Program.
- ☐ The proposed project demonstrates meaningful attention to victim safety.
- ☐ The application clearly describes the community to be served--including diverse, traditionally underserved populations of victims of domestic violence, sexual assault, and stalking (e.g., victims of color, immigrant victims, victims in same-sex relationships, victims with disabilities, or older victims).
- ☐ The soundness and innovativeness of the proposed project activities are clearly described.
- ☐ The planning, development, and implementation strategy, organizational and staff capability, and general time line are clearly described.
- ☐ The budget is reasonable, as it relates to proposed project activities.
- ☐ The applicant is willing to share the results of the project with other jurisdictions that may be interested in adopting similar approaches.

**In addition to the criteria set forth above, current grantees applying for continuation or supplemental funding also must meet the following criteria:**

- ☐ The grantee has complied with all Special Conditions of an existing grant award from the Office of Justice Programs.



- ☐ The grantee has completed the project goals and objectives according to the approved time line.
- ☐ The grantee has demonstrated maximum utilization of available resources and a willingness and ability to continue the project after Legal Assistance for Victims funds are exhausted.
- ☐ The grantee has made timely progress in development or completion of the project products.
- ☐ The grantee has complied with the OMB audit requirement.
- ☐ The grantee has adhered to programmatic and financial reporting requirements.



## How to Apply

### FY 2001 Legal Assistance for Victims Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs' (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

#### **Step One: Submit the following information online through GMS**

*See Quick-Start Guide*

- G**     Application for Federal Assistance (SF-424)  
*Note:* Submit online.
- G**     Certifications/Assurances  
*Note:* Applicants will "sign off" on these certifications and assurances electronically through GMS.
- G**     Project Narrative  
*Note:* Submit online as an attachment.
- G**     Budget Narrative  
*Note:* Submit online as an attachment and include the Budget Detail Worksheet as part of this attachment.
- G**     Other Program Attachment  
*Note:* Submit online as attachments.

#### **Step Two: Fax the following required documents:**

These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to both (202)354-4119 and (202)354-4147. Important: Please include the title of the VAWO Program to which you are applying and your GMS assigned application number on each page of each document. If applicants have electronic versions of any of these documents, please submit them online as an "Other Program Attachment." The documents to be faxed are as follows:

- G**     Memorandum of Understanding (MOU) or Memorandum in Support of Request for Exemption
- G**     Letter of Nonsupplanting
- G**     Indirect Cost Agreements, if applicable
- G**     Map of Counties for a multicounty project



### Due Date

**All materials must be received by 5:30 pm (EST) on March 20, 2001.**

**Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline It may take up to one week for you to receive confirmation that you are eligible to apply.**

**Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.**

Applicants also are encouraged to submit nonbinding letters of intent to the Violence Against Women Office by **February 27, 2001**. *See Appendix G*. This will help us determine the appropriate number of peer review panels to review applications, and to screen for potential conflicts of interest. **Letters of intent** should be sent by fax to (202) 354-4119. Applications **will not** be accepted by fax.

**Applications will be accepted immediately but must be received no later than March 20, 2001.**



## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,\* go to **[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)**. An online GMS **Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS) which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After registration, you will receive confirmation through e-mail that you are eligible to submit an application. Confirmation could take up to one week..

If you are not a new user and have a GMS password, click on "**Login**." If your password has expired, you will receive an "**Authentication Error**" or "**Unauthorized User**" message. In this case, click on "**Having Login Problems?**" for assistance updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and the alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your organization (e.g., executive director, director of development). If the individual applying online is not the signing authority, he or she must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *SF- 424/Application for Federal Assistance* and attach and upload your budget narrative, (which should include your budget detail), program narrative, and other program attachment in either wordprocessing or spreadsheet files. After submission, you will receive confirmation through e-mail that VAWO has received your application, and you will be given an application number for future reference. Documents that you cannot submit electronically through GMS (MOU or Memorandum in Support



of Request for Exemption, Letter of Nonsupplanting, Indirect Cost Agreement, and Map of Counties) should be faxed to (202) 354-4119 and (202) 354-4147. You must include your GMS application number and the title of the VAWO program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

*\*If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*



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## **APPENDIX A**

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### **Letter of Intent**



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## Letter of Intent

Office of the Director  
Violence Against Women Office  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, DC 20531

To Whom It May Concern:

I intend to apply for funds under the Legal Assistance for Victims Grant Program of the Violence Against Women Office..

**Organization:** \_\_\_\_\_

\_\_\_\_\_  
**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

-

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please FAX to (202)354-4119 and (202)354-4147. On each page of the faxed document, please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document.

**Please submit by February 27, 2001.**



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## **APPENDIX B**

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### **Standard Application Form (Form SF-424)**



OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. EMPLOYER INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></div> TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ .00	a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$ .00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
f. Program Income	\$ .00		
g. TOTAL	\$ .00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	



## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.
5	<b>Applicant Information:</b> The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	<b>Type of Application:</b> Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, “[insert agency name]”
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be [insert number].
11	<b>Descriptive Title of Applicant’s Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	<b>Estimated Funding:</b> In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.



17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.



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## **APPENDIX C**

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### **Assurances (Form 4000/3)**



## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1.It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2.It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3.It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4.It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act

5.It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6.It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7.It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8.It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9.It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any

form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11.It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12.It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13.It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14.In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of



Justice Programs.

15.It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16.It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE  
OBSOLETE.  
ATTACHMENT TO SF-424



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## **APPENDIX D**

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**Certifications Regarding Lobbying, Debarment, Suspension  
and Other Responsibility Matters; and Drug-Free Workplace  
Requirements  
(Form 4061/6)**





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—



(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b>  <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b>  <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	<b>3. Report type:</b>  <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ Quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i>   Congressional District, <i>if known</i> :		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>     Congressional District, <i>if known</i> :
<b>6. Federal Department/Agency:</b>    	<b>7. Federal Program Name/Description:</b>   CDFA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, <i>if known</i>:</b>	<b>9. Award Amount, <i>if known</i>:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)</b>       	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</b>       	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
  - a. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other



aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

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## **APPENDIX E**

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### **Budget Detail Worksheet and Sample Budget**



**OMB Approval No. 1121-0188**  
**Expires 5-98**  
**(Rev. 12/97)**

**Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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-

TOTAL \_\_\_\_\_

Total Personnel & Fringe Benefits \_\_\_\_\_



**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

**Purpose of Travel Location Item Computation Cost**

**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

**Item Computation**

**Cost**

**TOTAL** \_\_\_\_\_



**E. Supplies** - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Supply Items Computation Cost**

**TOTAL** \_\_\_\_\_

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<b><u>Purpose</u></b>	<b><u>Description of Work</u></b>	<b><u>Cost</u></b>
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**TOTAL** \_\_\_\_\_

**G. Consultants/Contractors** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b><u>Name of Consultant</u></b>	<b><u>Service Provided</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal \_\_\_\_\_

TOTAL \_\_\_\_\_



**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval ( a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_



**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request \_\_\_\_\_

Non-federal Amount \_\_\_\_\_



# SAMPLE

## Budget Detail Worksheet

**A. Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u> <u>Cost</u>
Ellen Smith, Director	$(\$50,000 \times 100\% \times 1.5)$
	\$75,000
2 attorneys	$(\$50,000 \times 100\% \times 1.5 \times 2)$
	\$150,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$
	<u>\$30,000</u>
	\$255,000
Cost of living increase	$(\$170,000 \times 2\% \times .5\text{yr.})$
	\$1,700

The director and the attorneys will be assigned exclusively to domestic violence cases. A half-time administrative assistant will prepare reports and provide other administrative support. A 2 percent cost of living adjustment is scheduled for all



personnel 6-months prior to the end of the grant.

TOTAL    \$256,700

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$256,700 x 7.65%	\$19,638
Retirement	\$256,700 x 6%	\$15,402
Health Insurance	\$256,700 x 12%	\$30,804
Workman's Compensation	\$256,700 x 1%	\$2,567
Unemployment Compensation	\$256,700 x 1%	\$2,567
		<b>TOTAL</b>
		<u><b>\$70,978</b></u>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips) \$ 600	
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420

The two attorneys will attend training on dynamics of domestic violence.

\$10,000 OJP-designated Technical Assistance (Locations unknown at this time)

1 trip, Director	Airfare	(1 x \$525)	\$ 525
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	Lodging	(\$75/night x 4 nights)	\$ 300
	Per Diem	(\$35/day x 5 days)	\$ 175
3 trips, Director & 2 Attorneys			
	Airfare	(3 persons x 3 trips x \$525)	\$ 4,725
	Lodging	(3 persons x 3 trips x \$75/night X 4 nights)	\$ 2,700
	Per Diem	(3 persons x 3 trips x \$35/day X 5 days)	\$ 1,575

The organization's established travel policies will be utilized.

**TOTAL \$11,620**

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

	<u>Item Computation</u>	<u>Cost</u>
3 - Pentium III Computers w/CD ROM	(\$2,000 x 3 )	\$6,000

The computers will be used by the director and attorneys to maintain and analyze case information.

**TOTAL \$6,000**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any



materials that are expendable or consumed during the course of the project.

<u>Supply</u>	<u>Items Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240
Training Materials	(\$2/set x 500 sets)	\$ 1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used to train legal services providers on the dynamics of domestic violence.

**TOTAL**     \$1,840

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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**TOTAL**     \$0

**G. Consultants/Contracts** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service</u>	<u>Provided Computation</u> <u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days) \$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with



the education of attorneys providing legal services.

Subtotal     \$4,500    

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (e.g., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal     \$5,400    

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	

**TOTAL**  
**\$9,900**

**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.)	\$10,500
	(\$875 mo. x 12 mo.)	

This rent will pay for space for the domestic violence unit. No space is currently available.



Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800
Renovation	Add walls	\$5,000

The renovations are needed to upgrade facilities.

**TOTAL \$ 18,500**

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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**TOTAL \$0**



**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
<b>A. Personnel</b>	<b>\$ <u>256,700</u></b>
<b>B. Fringe Benefits</b>	<b>\$ <u>70,978</u></b>
<b>C. Travel</b>	<b>\$ <u>11,620</u></b>
<b>D. Equipment</b>	<b>\$ <u>6,000</u></b>
<b>E. Supplies</b>	<b>\$ <u>1,840</u></b>
<b>F. Construction</b>	<b>\$ <u>0</u></b>
<b>G. Consultants/Contracts</b>	<b>\$ <u>9,900</u></b>
<b>H. Other</b>	<b>\$ <u>18,500</u></b>
<b>Total Direct Costs</b>	<b>\$ <u>375,538</u></b>
<b>I. Indirect Costs</b>	<b>\$ <u>0</u></b>
<b>TOTAL PROJECT COSTS</b>	<b>\$ <u>375,538</u></b>
<b>Federal Request</b>	<b>\$ <u>375,538</u></b>
<b>Non-federal Amount</b>	<b>\$ <u>NA</u></b>



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## **APPENDIX F**

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### **Sample Letter of Nonsupplanting**



# ***SAMPLE***

[Applicant Letterhead]

[date]

Office of Justice Programs  
810 7th Street, NW  
Washington, DC 20531

**[Applicant]** certifies that any funds awarded through the Legal Assistance for Victims Grant Program will be used to supplement exiting funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing legal assistance and legal advocacy to domestic violence victims. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

Please FAX to (202)354-4119 and (202)354-4147. On each page of the faxed document, please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document.



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## **APPENDIX G**

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**Sample Memorandum of Understanding  
Sample Memorandum in Support of Exemption**



# **SAMPLE**

## **[Applicant Letterhead]**

### **Memorandum of Understanding**

**WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Domestic Violence Victim's Civil Legal Assistance grant; and**

**WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and**

**WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and**

**WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before April 3, 2000;**

#### ***[Description of Collaborative Relationship]***

- ▶ *provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- ▶ *describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

**NOW, THEREFORE, it is hereby agreed by and between the partners as follows:**



**The partners will provide civil legal services to victims of domestic violence including:**

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*
- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

**1. LSA and XYZ will provide civil legal services to victims of domestic violence that will include:**

*[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]*

- a. **obtaining protective orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or**



**ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.**

- 2. LSA [applicant] and ABC will collaborate in the following manner:**
  - a. provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;**
  - b. attorney representing domestic violence client will confer with victim advocate about pending case where necessary with clients permission;**
  - c. meet at least three times a month for cases referral reviews and follow- up.**
- 3. LSA and ABC will collaborate in the following manner:**
  - a. LSA will:**
    - 1. refer clients to ABC for counseling, advocacy, resources;**
    - 2. train all attorneys on interviewing, safety planning; and**
    - 3. conduct monthly outreach on legal procedures for shelter clients.**
  - b. ABC will:**
    - 1. train LSA attorneys every three months on emerging issues;**
    - 2. train all staff funded by grant initially on the dynamics of domestic violence and safety issues**
- 3. The collaboration service area includes a ten county area in your] State. The ten counties to be served are:**
- 4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this**



agreement.

5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

10

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XYZ [applicant' authorizing official]  
Legal Services of America

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ABC Safety Shelter Project

Dated: March 20, 2001

**cc: Agencies and Interested Parties**

Please FAX to (202) 354-4119 and (202) 354-4147. On each page of the faxed document, please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document.

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<sup>10</sup>Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2001) Memorandum of Understanding (MOU) developed and *signed by the chief executive officers and/or directors of all participating agencies* including nonprofit, nongovernmental domestic violence programs and legal services programs .



# ***SAMPLE***

## **[Applicant Letterhead]**

### **Memorandum in Support of Request for Exemption**

**The (applicant) is a domestic violence/sexual assault victim services program is applying for a Legal Assistance for Victims Grant; and**

**The applicant has operated in the community for \_\_\_\_\_ years and provides the following services for victims:\_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**The applicant's accomplishments in the community are:\_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**The applicant collaborates formally and/or informally with the following organizations in the following manner:\_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**Letters of Support from the organizations listed above are attached hereto;**

**The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner: \_\_\_\_\_**

\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_;

**The applicant is well suited to provide on-site legal advocacy and/or on-site legal services without the benefit of collaboration with a legal services organization because \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**Applicant's other noteworthy accomplishments and/or special expertise \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.**

\_\_\_\_\_  
**Name, Title**

**Date: March 20, 2001**

**cc: Agencies and Interested Parties**

**Please FAX to 202-354-4117 and 202-354-4147. On each page of the faxed document, please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document.**



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## APPENDIX H

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### Single Points of Contact

#### INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

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#### ARIZONA

Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012

Telephone (602) 280-1315  
FAX: (602) 280-1305

#### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental  
Services, Department of Finance  
and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203

Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

#### CALIFORNIA

Grants Coordinator

Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

Telephone (916) 323-7480  
FAX (916) 323-3018

#### DELAWARE

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903

Telephone: (302) 739-3326  
FAX: (302) 739-5661  
fbooth@state.de.us

#### DISTRICT OF COLUMBIA

Charles Nichols  
State Single Point of Contact  
Office of Grants Mgmt. &  
Development.  
717 14th Street, N.W. - Suite 500

Washington, D.C. 20005

Telephone: (202) 727-6554  
FAX: (202) 727-1617

#### FLORIDA

Florida State Clearinghouse  
Department of Community Affairs  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438  
FAX: (904) 487-2899  
cherie.trainor@dcs.state.fl.us

#### GEORGIA

Deborah Stephens  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W. -  
Room 401J  
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or  
FAX: (404) 656-7901



ssda@mail.opb.state.ga.us

## **ILLINOIS**

Virginia Bova  
State Single Point of Contact  
Department of Commerce and  
Community Affairs  
620 East Adams  
Springfield, Illinois 62701

Telephone: (217) 814-6028  
FAX: (217) 814-1800

## **INDIANA**

Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204

Telephone: (317) 232-2972  
FAX: (317) 233-3323

## **IOWA**

Steven R. McCann  
Division for Community  
Assistance, Iowa Department of  
Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (515) 242-4719  
FAX: (515) 242-4859  
steve.mccann@ided.state.ia.us

## **KENTUCKY**

Kevin J. Goldsmith, Director  
Sandra Brewer, Executive  
Secretary  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Center Avenue  
Frankfort, Kentucky 40601

Telephone: (502) 564-2611  
FAX: (502) 564-2849  
sbrewer@mail.state.ky.us

## **MAINE**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333

Telephone: (207) 287-3261  
FAX: (207) 287-6489  
joyce.benson@state.me.us

## **MARYLAND**

Linda Janney, Manager

Plan and Project Review  
Maryland Office of Planning  
301 W. Preston Street - Room 1104  
Baltimore, Maryland 21201-2365

Telephone: (410) 767-4490  
FAX: (410) 767-4480  
linda@mail.op.state.md.us

## **MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of  
Governments  
1900 Edison Plaza  
660 Plaza Drive  
Detroit, Michigan 48226

Telephone: (313) 961-4266  
FAX: (313) 961-4869  
pfaff@semcog.org

## **MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and  
Administration  
455 North Lamar Street  
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762  
FAX: (601) 359-6764

## **MISSOURI**

Lois Pohl  
Federal Assistance Clearinghouse  
Office Of Administration  
P.O. Box 809  
Room 760, Truman Building  
Jefferson City, Missouri 65102

Telephone: (314) 751-4834  
FAX: (314) 751-7819

## **NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710

Telephone: (702) 687-4065  
FAX: (702) 687-3983  
Contact: Heather Elliot  
(702) 687-6367  
helliot@govmail.state.nv.us

## **NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of  
State Planning  
Attn: Intergovernmental Review

Process  
Mike Blake  
2 ½ Beacon Street  
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Telephone: (603) 271-2155  
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## APPENDIX I

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### State Agencies Administering STOP Grants

#### FY 2001 STOP Violence Against Women Formula Grants Program List of Designated State Agencies

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## APPENDIX J

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### State Agencies Administering Byrne Grants

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